

Hall of Records  
CommissionREQUEST FOR RECORDS RETENTION SCHEDULE  
To be Submitted to the Records Management Division  
Hall of Records CommissionSCHEDULE  
NO. M-7PAGE  
NO. 1.

1. Requesting Agency

CITY OF ROCKVILLE, MONTGOMERY COUNTY

2. Division or Bureau of Requesting Agency

POLICE DEPARTMENT

3. Authorization Requested (Check only one of the squares below).

A

☐ Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

B

☒ Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

C

☐ Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.4.  
Item  
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation  
of Hall of Records  
and Board of Public  
Works.1. TRAFFIC TICKET SUMMONSES AND ORDERS AND WARNINGS

Size: 4" x 6" slips and books

Dates: 1954 - -

Quantity:

File Arrangement:

Audit: Annual external audit

Traffic tickets and Traffic orders and warnings are made out in triplicate, and are distributed as follows:

White, original to offender

Pink copy, to station

Blue copy, remains in officer's book

The tickets show the serial number and the date and time of the violation, the violation and location, the violator's tag number, the collateral required to be deposited if a summons is issued, and the name and address of the violator and name of the officer issuing the summons (ticket). In the case of Traffic Summonses, the Pink copy filed in the station is stamped paid (when paid) and is filed in a Paid File. Orders and Warnings give substantially the same information except that collateral, not being required, is not shown. Collateral is posted with the City Cashier (Schedule M-10, Item 1).

RECOMMENDATION: RETAIN ALL COPIES FOR THREE YEARS OR UNTIL ALL AUDIT REQUIREMENTS HAVE BEEN MET, WHICHEVER IS LATER, THEN DESTROY.

APPROVED  
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

Walter K. Atwell

Signature

Police Sergeant

Title

5-14-62

Date

Schedule Authorized as Indicated in Col. 6 by Hall of  
Records Commission.Disposal Authorized as Indicated in Col. 6 by Board of  
Public Works.

5/15/1962

Date

Merrin S. Reedoff

Archivist

MAY 1 1962

Date

Richard H. H. H.

Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE  
(Continuation Sheet)

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4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
2.	<p><b><u>TRAFFIC WARNINGS FILE</u></b></p> <p>Size: 3" x 5" cards Dates: current Quantity: 1 card drawer File Arrangement: Alphabetical by name of street and by street number</p> <p>This is a record of warnings issued to violators in cases not warranting traffic summonses (tickets) giving the name and address of the person warned, the serial number of the warning ticket, the date, location, license number, and reason for the warning.</p> <p>RECOMMENDATION: RETAIN CARDS FOR THREE YEARS, THEN DESTROY.</p>	<p>APPROVED HALL OF RECORDS COMMISSION</p>
3.	<p><b><u>TRAFFIC ORDERS FILE</u></b></p> <p>Size: 3" x 5" cards Quantity: 1 card file drawer File Arrangement: By name of Street</p> <p>This file contains cards giving the speed limit and parking control signs on each street in the City of Rockville.</p> <p>RECOMMENDATION: RETAIN CARDS UNTIL REPLACED, THEN DESTROY.</p>	
4.	<p><b><u>RECORD OF PAID TRAFFIC SUMMONSES (TICKETS)</u></b></p> <p>Size: 6" x 15" x 1/2" Dates: 1955 - - Quantity: 12 volumes File Arrangement: Chronological Audit: Annual external audit</p> <p>This is a record of all summonses (traffic tickets) issued, arranged by serial number showing the date of payment but not the amount and voids when tickets are voided.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS, THEN DESTROY.</p>	
5.	<p><b><u>MOVING VIOLATION RECORD</u></b></p> <p>Size: 4" x 6" slips Dates: Current Quantity: 1 card file drawer File Arrangement: Alphabetically by name of violator</p> <p>The moving violation slip gives the name, address and tag number of the violator, the driver's permit number, the date and place of the violator's birth, the sex, age and color, occupation, height and</p>	

REQUEST FOR RECORDS RETENTION SCHEDULE  
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4 m No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
6.	<p>weight, the complexion and color of hair and eyes, the charge, facts concerning the arrest, and a notation of the disposition of the case with date.</p> <p>RECOMMENDATION: RETAIN FOR FIVE YEARS, THEN DESTROY.</p> <p><u>CRIMINAL FILE</u></p> <p>Size: 5" x 8" Dates: Quantity: 1 card drawer File Arrangement: Alphabetically by name of defendants</p> <p>The Criminal File card gives the name and address of the defendant, place and date of birth, aliases if any, the sex, color, age and occupation, distinguishing marks and scars, the name of the complainant if any, the time of arrest and facts concerning it, the trial date and disposition of the case.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p> <p><u>GENERAL FILE</u></p> <p>Size: Letter size Dates: 1955 - - Quantity: 1 file drawer File Arrangement: Alphabetical by subject</p> <p>The General File contains material under the following subjects:</p> <ul style="list-style-type: none"><li>Annual Leave</li><li>Annual Report</li><li>Criminal Warrant Copies</li><li>Duplicate Warrants (other than criminal)</li><li>Inter-Office Memoranda</li><li>Monthly Reports</li><li>Officers Daily Reports</li><li>Radar Reports</li><li>Requisition copies</li><li>Staff Reports</li><li>Traffic Orders</li><li>Traffic Warrants</li></ul> <p>Requisitions and printed or mimeographed material is considered to be nonrecord within the meaning of the statute governing nonrecord material (Annotated Code of Maryland, 1957 Edition as amended, Art. 41, Sec. 179) and may be destroyed as soon as no longer needed by the office. Material having continuing legal or administrative value to the operation of the office should be retained until such value ceases. All other material is subject to the recommendation below.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS, THEN DESTROY.</p>	APPROVED HALL OF RECORDS COMMISSION